

~~CONFIDENTIAL~~
Approved For Release 2005/07/13 : CIA-RDP70-00211R000300310010-2
Office Memorandum ~~CONFIDENTIAL~~ UNITED STATES GOVERNMENT

TO : Chief, Records Management and
Distribution Branch
FROM : Chief, Mail Control
SUBJECT: Weekly Report, Mail Control Section

DATE: 15 May 1952

1. On Monday, 12 May 1952, [] after having completed his tour of duty with the U. S. Marine Corps, reported for duty with the Mail Control Section. He was transferred to the Records Management Branch on Wednesday, 14 May 1952.

25X1

2. [] messenger, reported for duty with the Mail Control Section on Monday, 12 May 1952.

3. Because of the shortage of personnel, the Courier Unit on Monday, 12 May 1952, found it necessary to cancel three (3) scheduled trips. []

25X1

4. On Monday, 12 May 1952, a phone call was made to the Comptroller's Office to determine the possibility of establishing a petty cash fund for the Mail Control Section. The purpose of this fund is to pay for the postage due on incoming mail which is picked up on the Post Office run; the couriers on this run have had to pay for the postage due and have experienced difficulty in being reimbursed.

a. A call was received on the same date from [] [] who stated that a procedure has been established by the Procurement Office whereby the courier who pays the postage due on these envelopes will be reimbursed by the Procurement Office, after having submitted an appropriate receipt form showing all the pertinent information.

25X1

5. On Monday, 12 May 1952, the Mail Control Section received a copy of a memorandum dated Saturday, 10 May 1952, from [] [] Acting Comptroller, addressed to the Acting Chief/TSS, which authorizes the Technical Services Staff to establish an Imprest Stamp account in the amount of \$6.00.

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a. Authorization to establish Imprest Stamp Accounts have also been received from the Office of Procurement and Supply and the Office of Training.

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